

Job Opportunity Bulletin

Post Date: September 4, 2013

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Salary Range: \$4,400 - \$5,508
Permanent, Full Time

FINAL FILING DATE: SEPTEMBER 18, 2013

We will also consider: **STAFF SERVICES ANALYST**

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

Please refer to:
Position # 473-322-5393-738

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be screened
and only the most qualified will be
interviewed.

CONTACT INFORMATION

Name: Claudia Lutz

Number: (916) 322-7784

Email: Claudia.Lutz@dds.ca.gov

This position is responsible for performing analysis and administrative duties for multiple federal programs. The combined federal revenue collected from these federal programs approximates \$1.8 billion annually.

The analyst will be responsible for the billing and eligibility systems relative to various federal programs. Duties also include analytical and research assignments, management of databases, providing technical assistance on federal programs and research complex programmatic issues.

For complete duties, please see the duty statement on the following page.

DESIRABLE KNOWLEDGE, SKILLS and ABILITIES:

- ❖ Knowledge of the developmental disabilities services system and/or Medicaid funded programs.
- ❖ Proficiency in Microsoft Outlook, Word, and Excel are required.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) and be sure to include the **basis of your eligibility** and position **#473-322-5393-738** on your application.



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

**DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY OPERATIONS DIVISION
PROGRAM OPERATIONS BRANCH
FEDERAL PROGRAMS OPERATIONS SECTION**

DUTY STATEMENT

JOB TITLE: Associate Governmental Program Analyst

POSITION #: 473-322-5393-738

GENERAL STATEMENT OF DUTIES: The analyst in this position is responsible for fulfilling a variety of analytical assignments and providing technical support for numerous federally funded programs that impact individuals with developmental disabilities.

The analyst will be responsible for the billing and eligibility systems relative to various federal programs. Other duties will include analytical and research assignments, management of databases, providing technical assistance on federal programs and research complex programmatic issues.

SUPERVISION RECEIVED: Day-to-day operations are under the general supervision of the Federal Programs Operations Section, Staff Services Manager I (SSM I).

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Working on a personal computer 75% to 80% of the time. Working with large computer printouts. Minimal travel (under 5%) required.

TYPICAL WORKING CONDITIONS: Open-spaced, partitioned offices in a smoke-free environment.

SPECIAL JOB REQUIREMENTS: Proficiency in Microsoft Word, Outlook and Excel required. Knowledge of the developmental disabilities services system and/or Medicaid funded programs is desired.

EXAMPLES OF DUTIES:

- 35% Analyze, review and provide technical assistance for federal billing and eligibility system data to ensure consistency and accuracy of reports. Prepare various internal and external reports or correspondence.
- 30% Coordinate with regional centers and Department program staff to accurately monitor, reconcile and process expenditure claims. Track and update regional center allocation information for comparison to ensure compliance with multiple contract requirements.
- 15% Perform administrative and analytical assignments related to federal programs, State Plan amendments; make recommendations for programmatic changes to enhance federal financial participation (FFP); analyze and/or develop legislative proposals, regulations, budget change proposals and other written documents related to federal programs.

- 10% Prepare and ensure accurate data entry of the electronic federal programs billing system. Analyze data and provide guidance and technical assistance to the public. Generate and provide statistical information to federal program team monitors.
- 10% Coordinate activities with other department units, state control agencies, departments, federal agencies and non-governmental entities necessary to implement FFP proposals.

Employee Signature

Date

Supervisor Signature

Date